



APPENDIX E

RECORD LAYOUT FOR A COMPUTERIZED WORK ORDER SYSTEM

Following is a listing of the basic data elements for the work order system described in Chapter 5.

Work Order Master File Record:

Data Element	Data Properties
Job Number	Numeric, Unique, Auto-generated
Entry Date	CCYYMMDD Format
Location	Building Location Code List
Room Number	Alphanumeric
Status Code	O (Open), A (Assigned), C (Completed), R (Reopened), D (Deferred)
Entry User	Auto-generated user ID of person making request
Contact Name	Alpha
Contact Phone	Numeric
Contact Email	Email
Work Requested	Alphanumeric 60 characters
Urgent (Y/N)	Y (Yes) or N (No), defined by requestor
Requested Date of Completion	CCYYMMDD Format
Received Date	CCYYMMDD Auto-generated
Assigned To (Workperson)	Alpha, Worker's name or ID
Scheduled Date	CCYYMMDD Format
Work Order Priority	Priority level code list (e.g., urgent, routine, preventive)

Optional Time Record:

Job Number	Indexed to the main file
Sequence	Numeric, 4 digits within request queue
Workperson	Alpha, Worker's name or ID
Begin date	CCYYMMDD
End Date	CCYYMMDD
Hours Worked	Numeric

Optional Materials Record:

Job Number	Indexed to the main file
Sequence	Numeric, 4 digits within request queue
Item Description	Code or Alpha Description (60 characters)
Quantity	Numeric
Unit Cost	Numeric
Extended Cost	Quantity * Unit Cost